***Attachment A – Program of Work (page 1)***

**To be created by the TAC each year.** The purpose of this document is to direct the work for the technical advisory committee for the year.

# Technical Advisory Committee Program of Work

## Program

## School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Academic Year

## Dates of Meetings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## TAC Members

|  |  |  |
| --- | --- | --- |
| TAC Member Name | Company or Industry Represented | Years on TAC (including this year) |
|  |  |  |
|  |  |  |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CTE Program Instructor Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CTE Advisory Committee Chair Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CTE Administrator Signature

*Please email to* [*tac@cte.idaho.gov*](mailto:tac@cte.idaho.gov) *by June 1.*

## 

***Attachment A – Program of Work (page 2)***

## TAC Program of Work

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Activities | What part of the 5-year plan does this support? | Committee Member(s) | Target Date | Status\* |
| *Example :Resources* | *Replace 3D Printer* | *2016-17 Equipment* | *John Doe and Jane Doe* | *January 31, 2017* |  |
| Program Outcomes (ex. recruiting & retaining students, curriculum updates) |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Resources (ex. equipment, manpower, expertise, CTSO support) |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Work Experience (ex. Internships, job shadowing, externship for instructor) |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Advocacy (ex. sharing results with administration, recommending new committee members) |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Status must be clearly stated describing progress towards meeting objectives. Brief notes such as “in-progress”, “completed”, etc. is not acceptable.